



Office of Aging and Disability Services

Maine College of Direct Support

Required Curriculum for Certification as a
Maine Direct Support Professional
MaineCare Sections 21 and 29

57 online lessons and 11 live classroom sessions

*Online lessons and live classes required before an employee works alone.

Login: <https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=ME>

***ME Introduction to Developmental Disabilities**

3 online lessons
1 live classroom session

***ME DSP Professionalism**

2 online lessons
1 live classroom session

***ME Individual Rights and Choice**

2 online lessons
1 live classroom session

***ME Maltreatment**

11 online lessons
1 live classroom session

***ME Grievance Process**

1 online lesson

***ME HCBS 101**

1 online lesson

ME Cultural Competence

2 online lessons
1 live classroom session

ME Community Inclusion

4 online lessons
1 live classroom session

ME – Safety

15 online lessons

Documentation

1 live classroom session

Communication

1 live classroom session

ME Positive Behavior Supports

1 online lesson
1 live classroom session

ME Human Sexuality

1 online lesson
1 live classroom session

ME Supporting Healthy Lives

3 online lessons

ME Teaching People with Developmental Disabilities

2 online lessons
1 live classroom session

ME Home and Community Living

2 online lessons

ME Person-Centered Planning

4 online lessons

ME Working with Families and Support Networks

1 online lesson

ME Behavioral Regulations for DSPs

1 online lesson

ME Adult Protective Investigations

1 online lesson

ME Employment First

1 online lesson

Within the first 30 days and prior to providing services to a member alone¹:

Module Name	Lesson Name	Contact Hours	CMS ² Competency Area	Aligns with Maine HCBS Global Rule ³
ME Introduction to Developmental Disabilities 2022	The Language and Ideas of Best Practices	1.1		
	The Causes of Developmental Disabilities	0.8		
	Services for People with Developmental Disabilities	0.9		
	Live Classroom Session (MECDS 7)			
ME Direct Support Professionalism 2022	Applying Ethics in Everyday Work	0.7	Professionalism & Ethics	
	Practicing Confidentiality	0.7	Professionalism & Ethics	Yes 6.04(A)(3)
	Live Classroom Session (MECDS 5)			
ME Individual Rights and Choice 2022	Overview of Individual Rights	1.0	Empowerment & Advocacy	Yes 6.04(A)(5)
	Your Role in Supporting Expression of Rights and Facilitating Choice Making	0.8	Empowerment & Advocacy	Yes 6.04(A)(5)
	Live Classroom Session (MECDS 6)			
ME Maltreatment (NEW)	What is Abuse?	0.4		
	What is Neglect?	0.4		
	What is Exploitation?	0.4		
	The Ethical Role of the DSP	0.4		
	Characteristics of People Supported that Affect Risk	0.4		
	Reducing Caregiver Risk of Maltreating	0.4		
	Engaging and Supporting Protective Factors in Individuals	0.4		
	Responding to Potential Maltreatment	0.4		
	Where to Report Potential Maltreatment	0.4		
	How to Report Potential Maltreatment	0.4		
	ME Reportable Events			
	Live Classroom Session (MECDS 4)			
ME Grievance Process	ME Grievance Process for Persons with Intellectual Disabilities			21.04-3
ME HCBS 101	ME HCBS 101 (2021)			Yes 6.04(A)(6)

¹ MaineCare Benefits Manual, Chapter 2, Section 21.10

² *CMS = Centers for Medicaid Services; <https://www.medicare.gov/sites/default/files/2019-12/dsw-core-competencies-final-set-2014.pdf>

³ MaineCare Benefits Manual, Chapter 1, Section 6

Suggested within the first 60 days – required within 6 months:

Module Name	Lesson Name	Contact Hours	CMS Competency Area	Aligns with Maine HCBS Global Rule
ME Cultural Competence	What is Cultural Competence?	0.9	Cultural Competency	Yes 6.03(A)(4)
	Cross-Cultural Communication	1.1	Cultural Competency	Yes 6.03(A)(4)
	Live Classroom Session (MECDS 2)			
ME Community Inclusion	The DSP Role in Community Inclusion	0.9	Community Inclusion & Networking	Yes 6.04(A)(1)
	Matching Community Resources with Individual Interests	1.0	Community Inclusion & Networking	Yes 6.04(A)(1)
	Community Bridge-Building and Networking	1.0	Community Inclusion & Networking	Yes 6.04(A)(1)
	Natural Supports	1.1	Community Inclusion & Networking	Yes 6.04(A)(1)
	Live Classroom Session (MECDS 1)			
ME Safety 2022	What is Risk?	0.4	Safety	Yes 6.03(B)(6), 6.04(A)(4)
	Balancing Risk with Individual Safety and Choice	0.4	Safety	Yes 6.03(B)(6), 6.04(A)(4)
	Personal Safety	0.4	Safety	Yes 6.03(B)(6), 6.04(A)(4)
	Individual Safety Plans	0.4	Safety	Yes 6.03(B)(6), 6.03(B)(13)
	Safety in the Kitchen	0.4	Safety	
	Safety in the Bathroom	0.4	Safety	
	Safety in the Common Areas	0.4	Safety	
	Safety in the Bedroom	0.4	Safety	
	Safely Enjoying Outdoor Spaces at Home	0.4	Safety	
	Fire Prevention	0.4	Safety	
	Fire Emergency Response	0.4	Safety	
	Fire Emergency Plans and Evacuation	0.4	Safety	
	Individualized Fire Safety Plans and Skills	0.4	Safety	
	Community Safety	0.4	Safety	
	Role of the Direct Support Professional: Accident Prevention, Risk Assessment, and Risk Management	0.4	Safety	
Documentation	Live Classroom Session (MECDS 3)			
Communication	Live Classroom Session (MECDS 8)			

Suggested within the first 90 days – required within 6 months:

Module Name	Lesson Name	Contact Hours	CMS Competency Area	Aligns with Maine HCBS Global Rule
ME Positive Behavior Supports 2022	Understanding Behavior	1.5	Crisis Prevention & Intervention	Yes 6.03(B)(6), 6.04(A)(3)
	Live Classroom Session (MECDS 9)			
ME Human Sexuality	ME Human Sexuality			
	Live Classroom Session (MECDS 10)			
ME Supporting Healthy Lives	Living a Health Life	1.4	Health & Wellness	Yes 6.03(B)(4)
	Signs and Symptoms of Illness	1.3	Health & Wellness	
	Care of Common Health Conditions	1.4	Health & Wellness	
ME Teaching People with Developmental Disabilities	Understanding Teaching	1.2	Evaluation & Observation	Yes 6.03(A)(4)
	Preparing to Teach	0.9	Evaluation & Observation	Yes 6.03(A)(4)
	Live Classroom Session (MECDS 11)			
ME Home and Community Living	Clothing Care and Laundry	1.2	Community Living Skills & Supports	Yes 6.04(B)(2 & 5)
	Comfortable Living	1	Community Living Skills & Supports	Yes 6.04(B)(2 & 5)
ME Person-Centered Planning	Foundations of Person-Centered Planning	1.1	Person-Centered Practice; Evaluation & Observation	Yes 6.03 & 6.04
	An Overview of Person-Centered Approaches	1	PCP; E&O	Yes 6.03 & 6.04
	The Person-Centered Planning Process	0.9	PCP; E&O	Yes 6.03 & 6.04
	Bringing Person-Centered Plan to Life	0.9	PCP; E&O	Yes 6.03 & 6.04
ME Working with Families and Support Networks	Problem Solving within Support Networks	0.6	Community Inclusion & Networking	Yes 6.03(A)(1,3,8)
ME Behavioral Regulations for DSPs	ME Behavioral Regulations for DSPs			
ME Adult Protective Investigations	ME Adult Protective Investigations 2018 (New)			
ME Employment First	ME Employment First 101 (2021) 4-part			

Required Annually:

Requirement	Module Name	Lesson Name	Contact Hours	Aligns with Maine HCBS Global Rule
Annual training on HCBS standards.	ME HCBS 101 or 102 or 103	Year One: ME HCBS 101 (2021)		Yes 6.04(A)(6)
Learners may complete either module.		Year Two: ME HCBS 102 (2022) 3-part		
		Year Three: ME HCBS 103 (2022)		
Annual training on employment.	ME Employment First 101	Year One: ME Employment First 101 (2021) 4-part		Yes 6.04(A)(1)
Additional options to be developed.				
Annual training on PCP.	ME Person-Centered Planning	Foundations of Person-Centered Planning	1.1	Yes 6.03 & 6.04
Learners must complete all lessons.		An Overview of Person-Centered Approaches	1	Yes 6.03 & 6.04
		The Person-Centered Planning Process	0.9	Yes 6.03 & 6.04
		Bringing Person-Centered Plan to Life	0.9	Yes 6.03 & 6.04

Required Every 36 months:

Module Name	Lesson Name	Contact Hours	CMS Competency Area	Aligns with Maine HCBS Global Rule
ME Grievance Process	ME Grievance Process for Persons with Intellectual Disabilities			
ME Individual Rights and Choice 2022	Overview of Individual Rights	1.0	Empowerment & Advocacy	Yes 6.04(A)(4)
	Your Role in Supporting Expression of Rights and Facilitating Choice Making	0.8	Empowerment & Advocacy	Yes 6.04(A)(5)
	Live Classroom Session (MECDs 6)			
ME Reportable Events	ME Reportable Events (renewal)			
ME Behavioral Regulations for DSPs	ME Behavioral Regulations for DSPs			
ME Adult Protective Investigations	ME Adult Protective Investigations 2018 (New)			

Additional DSP Certifications:⁴

DSP – Work Support Professional/Job Coach:

Provides employment support to people with disabilities who have jobs or own a business, including teaching skills to perform duties and building natural supports on the job.

Requirement	Source	Contact Hours	Qualification Requirement
Direct Support Professional Curriculum	College of Direct Support		21.10-1.I.
ME Work Supports module (see description below)	College of Direct Support	3.7	21.10-1.I.
OR	OR	OR	
College of Employment Services Job Coach Maine Certificate	College of Employment Services through https://www.maineworkingtogether.org/certification/	?	
OR	OR	OR	
ACRE Employment Specialist Certification	ACRE Certificate through https://www.maineworkingtogether.org/certification/	45-50	

How to enroll in the ME Work Supports module: This module may be assigned by an administrator. It is also available for self-assignment by a learner. Upon completion, you must contact your agency administrator to review your transcript and receive your certificate.

Module Name	Lesson Name	Contact Hours
ME Work Supports	Employment Supports for People with Disabilities: Exploring Individual Preferences for Job Attainment: Identifying Individual Employment Preferences, Interests, Strengths, and Support Needs	0.7
	Employment Supports for People with Disabilities: Exploring Individual Preferences for Job Attainment: Job Opportunities and Job Searching	0.7
	Supporting Jobs and Careers in the Community: Employment Supports and Volunteering	1.0
	Supporting Jobs and Careers in the Community: Successful Community Employment and Retention	1.3

⁴ MaineCare Benefits Manual, Chapter 2, Section 21

DSP – Employment Specialist:

Provides support to people with disabilities to find employment that is based on their skills, education, interests, and abilities. Jobs can be either full time or part time, and even self-employment.

Requirement	Source	Contact Hours	Qualification Requirement
Direct Support Professional Curriculum	College of Direct Support		21.10-1.K.
ACRE Employment Specialist Certification	https://www.maineworkingtogether.org/certification/	45-50	21.10-1.K.

DSP – Career Planning:

A Career Planning Specialist works with people with disabilities to explore and learn about work, while developing a written Career Plan. The Career Plan can be used by vocational rehabilitation (VR) for job development assistance.

Requirement	Source	Contact Hours	Qualification Requirement
Direct Support Professional Curriculum	College of Direct Support		21.10-1.J.
Before enrolling in Career Planning: ME Work Supports module OR ACRE Employment Specialist Certification	College of Direct Support OR ACRE Certificate through https://www.maineworkingtogether.org/certification/	3.7 OR 45-50	21.10-1.J.
Career Planning and Discovery Training	www.maineworkingtogether.org	12	21.10-1.J.
Annual Continuing Education	DHHS approved employment related trainings/sources	6 (annually)	21.10-1.J.

Employment Services and Information for Providers:

<https://www.maine.gov/dhhs/oads/providers/employment-services>

For More Information on Employment Workforce Certification and Training:

<https://www.maineworkingtogether.org/certification/>

CMS Competencies and CDS Modules

The asterisk * denotes modules that, at least in part, address regulatory requirements for Home and Community Based Settings (HCBS). All CDS modules and lessons are available for self-enrollment.

Centers for Medicaid Services Direct Service Worker Core Competency Areas	College of Direct Support (CDS) Modules
Communication	<ul style="list-style-type: none"> Everyone Can Communicate
Person-Centered Practice	<ul style="list-style-type: none"> Person Centered Planning* Implementing Participant- Directed Supports* The Direct Support Profession: DSP Roles on a Multidisciplinary Team Strategies for Supporting People with ASD: Strategies for Supporting People with ASD
Evaluation and Observation	<ul style="list-style-type: none"> Person Centered Planning* Functional Assessment Teaching People with DD
Crisis Prevention & Intervention	<ul style="list-style-type: none"> Positive Behavior Supports*
Safety	<ul style="list-style-type: none"> Safety* Emergency Preparedness Universal Precaution and Infection Control
Professionalism & Ethics	<ul style="list-style-type: none"> Direct Support Professionalism* Documentation Practices*
Empowerment & Advocacy	<ul style="list-style-type: none"> Intro to Individual Rights Choice* Civil Rights and Advocacy*
Health & Wellness	<ul style="list-style-type: none"> Supporting Healthy Lives Intro to Developmental Disabilities Intro to Mental Health and Mental Illness Intro to Medication Supports Brain Injury Cerebral Palsy Diabetes Epilepsy Understanding Depression
Community Living Skills & Supports	<ul style="list-style-type: none"> Home and Community Living* Personal and Self- care* You've Got a Friend*
Community Inclusion & Networking	<ul style="list-style-type: none"> You've Got a Friend* Working with Families and Other Support Networks* Community Inclusion* Employment Supports* Supporting Jobs and Careers in the Community*
Cultural Competency	<ul style="list-style-type: none"> Cultural Competence*
Education, Training and Self-Development	<ul style="list-style-type: none"> Direct Support Professionals* College of Frontline Supervision and Management (CFSM)

HCBS Crosswalk with CDS Modules

This list is a crosswalk of CDS modules that, at least in part, address regulatory requirements for Home and Community Based Settings (HCBS). All CDS modules and lessons are available for self-enrollment.

Maine's HCBS Global Rule Reference	College of Direct Support (CDS) Modules
6.03.A – Person-Centered Planning Process	<ul style="list-style-type: none"> • Cultural Competence • Employment Supports • Individual Rights and Choice • Person Centered Planning • Safety • Supporting Healthy Lives • Supporting Jobs and Careers in the Community • Teaching People with Developmental Disabilities • Working with Families and Other Support Networks • You've Got a Friend
6.03.B – The Person-Centered Service Plan	<ul style="list-style-type: none"> • Community Inclusion • Employment Supports • Implementing Participant Directed Supports • Individual Rights and Choice • Person Centered Planning • Positive Behavioral Supports • Professional Documentation Practices • Safety • Supporting Jobs and Careers in the Community • Working with Families and Other Support Networks • You've Got a Friend
6.04.A – HCBS General Requirements	<ul style="list-style-type: none"> • Civil Rights and Advocacy • Community Inclusion • Direct Support Professionalism • Employment Supports • Individual Rights and Choice • Person Centered Planning • Positive Behavioral Supports • Professional Documentation Practices • Safety • Supporting Jobs and Careers in the Community • Working with Families and Other Support Networks • You've Got a Friend
6.04.B – Additional Requirements for Provider-Owner or Controlled Residential Settings	<ul style="list-style-type: none"> • Home and Community Living • Individual Rights and Choice • Person Centered Planning • Personal and Self-care • You've Got a Friend